

San Jose City College Associated Student Government

Finance Code

In part of offering the students of San Jose City College many educational opportunities, the Associated Student must respect the uses of public fund collected from Student Activity Fees. The following established Finance Code identifies many aspects of the fund usage. It carries out the proper processes that the ASG applies to grant funds and services to SJCC Students.

Category 1: SJCC ASG Fiscal year.

SJCC ASG Fiscal year extends from July 1 to June 30.

Category 2: Purposes of Student Activity Funds: SAF should be used for the following upon the approval of Student Council

Section 2.1: Student activities on campus that benefit the students of SJCC at large. These benefits include, but not limit to, fun services, relaxing services, academic services, inspirational speaking, college representatives, food services, and activity marketing services.

Section 2.2: Student activities off campus that have long-term benefits on students of SJCC at large. These benefits include, but not limit to, scholar developments nationwide, student fieldtrips.

Section 2.3: Partial scholarships for SJCC students or potential applicants either are international or residential. The scholarships can also be used to support research program, or potential program that might positively influence SJCC in short-term and in long-term.

Section 2.4: Student Organization Support. The fund can be used to support the growth of ASG Student Organizations, support the formation of student organization, and support potential extracurricular activities the student organizations do on/off campus.

Section 2.5: Associated Student Body Support. The fund can be used to develop, upgrade equipments in the Associated Student workplaces. The fund can be used as stipends for ASG Officers. The fund can be used as wages if necessary. Funds used for ASG Support MUST be implemented with certain limitations.

Subsection 2.5.1: Upgrading and developing ASG office equipments should be co-operated with advisor and ITSS department in term of technological equipment upgrade. The qualities of products and prices of products are the top priority concerns.

Subsection 2.5.2: The fund used to purchase AS office supplies with amount of \$200.00 or higher must go through the approval of the council upon 2 weeks of discussion.

Subsection 2.5.3: The fund used as stipends must be considered by the AS Director of Finance, AS Advisors, AS presidents, and must follow the budget for that year.

Section 2.6: SAF fund can be used as non-interest loan to recognized student organizations' fundraisers if necessary.

Category 3: Associated Student Government Fiscal Year Budget.

Revised on:

Officers term:

Section 3.1: The ASG Budget should identify the two key points: budget expense for ASG office and officers, and budget expense for SJCC students/student organizations.

Section 3.2: ASG Budget should be prepared at the end of ASG Fiscal Year by the Director of Finance. The Director of Finance should carry out the following procedures along with the instructions that come from ASG Advisors.

Subsection 3.2.1: Identify the District Board Meeting date in which the budget will be approved by the San Jose/Evergreen Community College District.

Subsection 3.2.2: Start preparing the budget at least two months ahead of the District Meeting date. The budget rough draft should be reviewed by the ASG Advisors, Business Services Officers, AS Presidents, and should only be modified by the AS Director of Finance.

Subsection 3.2.3: Request item agenda on the ASG weekly meeting to get the budget approved by the ASG Council. This process should take at least 2 weeks of discussion to get the budget approved.

Subsection 3.2.4: Budget should be presented at the District Meeting and approved by the District Council.

Subsection 3.2.5: The approved budget must not be modified any further, and must be applied as an official ASG Budget for the following year.

Category 4: Students/Student Organizations requesting ASG Funds.

ASG Funds are granted to the requestor upon the benefits stated in **Category 2**. The requested funds in this category are NOT the subjects on consent calendar in the ASG Meeting. The following guidelines are the proper procedures for fund request from the Associated Student Government.

Section 4.1: Funds requested for all events or activities must be informed to the AS Department of Finance at least 3 weeks in advance. This includes 2 weeks of discussion and approval, 1 week of putting the item on the agenda and withdraw fund from the Government account.

Section 4.2: The amount requested is \$500.00 or less,

Subsection 4.2.1: Requestor comes to Finance office, along with the filled ASG Fund Request Form, to inform the AS Director of Finance/AS Senator of Finance about the event or activity at least 3 weeks in advance. Finance officer signs the request form to approve the request to be on the meeting agenda.

Subsection 4.2.2: Upon the financial approval of AS Department of Finance, requestor comes to Vice-President Office to setup the item on the ASG Meeting Agenda. The item on the agenda must consists of *Item number, bill series, the amount not to exceed (NTE), the name of the event/activity, and the name of the presenter.*

Subsection 4.2.3: On the ASG Meeting, the presenter of the event/activity should present the prepared budget, and all information the Council would need to know. Information includes, but not limits to, *number of people/parties involve; the amount of money fundraised other than AS Fun; date, time, and the location of the event/activity, purpose or mutual benefits of the event/activity.*

Revised on:

Officers term:

Subsection 4.2.4: The approval of funding \$500.00 or less must be approved after 2 weeks of discussion, upon the majority vote without having to do a roll-call vote as stated in the Bylaws.

Subsection 4.2.5: After the approval of AS Funding, requestor should work with the AS Director of Finance to understand the final process of getting money.

Section 4.3: The amount requested is \$500.00 or more,

Subsection 4.3.1: Requestor comes to Finance office, along with the filled ASG Fund Request Form, to inform the AS Director of Finance only (not the Senator of Finance) about the event or activity at least 3 weeks in advance. AS Director of Finance signs the request form to approve the request to be on the meeting agenda.

Subsection 4.3.2: Upon the financial approval from the AS Director of Finance, requestor comes to Vice-President Office to setup the item on the ASG Meeting Agenda. The item on the agenda must consists of *Item number, bill series, the amount not to exceed (NTE), the name of the event/activity, and the name of the presenter.*

Subsection 4.3.3: On the ASG Meeting, the presenter of the event/activity should present the prepared budget, and all information the Council would need to know. Information includes, but not limits to, *number of people/parties involve; the amount of money fundraised other than AS Fun; date, time, and the location of the event/activity, purpose or mutual benefits of the event/activity.*

Subsection 4.3.4: The approval of funding \$500.00 or more must be approved after 2 weeks of discussion upon the roll-call vote without having to do the majority vote as stated in the Bylaws.

Subsection 4.3.5: After the approval of AS Funding, requestor should work with the AS Director of Finance to understand the final process of getting money.

Section 4.4: The retained monies from any particular event/activity that belong to the Associated Student Government must be returned to the Business Services with the accompanied receipts of expenses incurred during the event/activity within 30 days.

Category 5: Reimbursing Policy.

Section 5.1: Reimbursement doesn't apply to any event/activity that had NOT gone through ASG Approval before it happened. It applies to event/activity that happens after the approval of the AS Council but the payment hasn't been made due to any particular reason.

Section 5.2: The party who get reimbursed must show specific receipts from the event/activity and know that the total amount written on the receipt is the final amount that the person gets reimbursed.

Section 5.3: The AS Director of Finance is responsible for any reimbursing action.

Category 6: Instructions to use Expenditure Request Form for Student Organization account.

Student Organization accounts are accounts that open to the free uses of Student Organizations. Student Organizations can use the monies exist in their account for the club purposes. The abuses of Student Organization money for personal interest might be the actions that violate the federal laws. Student Organization representative can access the Student Organization account without any

Revised on:

Officers term:

permission from ASG Council. The following proper procedure is carried out using the ASG Expenditure Request.

Section 6.1: Fill out Expenditure Request (ER) Form. The minutes date, item number and bill number must match the approved item on that minutes date (*For example: Club ABC approved \$100 withdraws from ABC's Club account to fund the upcoming fundraiser at item number 4.2, bill ABC-FA02 on September 9, 2015, minutes date on 09/09/2015*). If the recipient is the club's advisor, name is only needed. If the recipient is student, name and student ID number are needed.

Section 6.2: Requestor attaches the complete ER form along with the specific budget and the minutes that has the item approved.

Section 6.3: Complete ER, ER with all the signatures, along with the necessary attachments go to the Business Services. Check will be announced to the club whenever it's ready.

Section 6.4: In the case of reimbursement and the amounts of money go to each individual student, each ER form represents each student. Every ER form with the name of students must contain the student ID number. Attachments include the original budget, the minutes, and the receipts, where the total amount of all the collected receipt is the total amount paid to all the Expenditure Requests.

Section 6.5: Every disbursement, reimbursement, deposits, withdrawals of funds from student organizations' accounts must be reported back to the ASG Council or the AS Department of Finance.

Category 7: Procedures to handle transactions incurred outside the supervision of ASG and SJCC Business Services. This section applies to AS fundraisers as well as student organizations' fundraisers.

Transactions incurred outside the supervisor of ASG and SJCC Business Services include, but not limit to, Club Fundraiser, donations from outsider. The collections of cash from these events must be properly reported otherwise cash is rejected by the Business Services to be deposited into ASG Student Activity account.

Section 7.1: Donations from outside sources must be recognized by the ASG. ASG is NOT a non-profit 501 (c) (3) organization. ASG has non-profit, tax-exempt status by being a governmental entity. In case business entities ask tax deductions, responsible sites for donations should work with San Jose/Evergreen Community College Foundation to carry out the proper process.

Subsection 7.1.1: If the donations are cash or checks, the donor should include specific name organization(s) that they want to donate to on the written checks or describe on separate sheet of paper. The responsible parties should work together to carry out this process. If there are no indication, Business Services will assume the donations are for the districts.

Subsection 7.1.2: If donations are non-cash materials, value of donated materials must be evaluated by SJECCD Foundation. Donated materials should be accepted by SJECCD Foundation in order for donor to get tax deductions.

Section 7.2: On or before the day of the fundraising event, student organizations or ASG must go through the following procedures.

Subsection 7.2.1: Representative comes to the Business Services to collect cash box. Only one personnel in the fundraiser has access to the cash box, records transactions, and manages cash. Shift

Revised on:

Officers term:

changes must be signed with specific identifications of date and times between the two people on a separate sheet of paper for evidence of responsible duties.

Subsection 7.2.2: Representative comes to the ASG Office to collect receipt books/receipt maker provided by the AS Department of Finance.

Subsection 7.2.3: For every transaction made during the fundraiser, the treasurer or any assigned personnel must record each amount on each receipt, and then make at least two copies: one for the buyer and one for turning into the Business Services for evidence of transaction.

Subsection 7.2.4: At the end of each day or at the end of the event/activity, representative returns the cash box to Business Services with all the cash and accompanied receipts. The receipts are dual counted by the representative and the Business Services officer. The final amount counted from all the receipts are the amount to be deposited into Student Government account.

Subsection 7.2.5: Neither Business Services or the Associated Student Government is responsible for the loss of fundraised cash and/or the loss of the receipts of the fundraiser.

Category 8: Inactive club account.

Section 8.1: Inactive clubs are clubs that the ASG no longer recognizes. Inactive clubs shall be verified by the AS Vice-President.

Section 8.2: Clubs' access to club accounts shall be terminated during their inactive period.

Section 8.3: Club's accounts shall be removed after one (1) academic year of remaining inactive. The retained amount of club's money will be transferred to Student Government account.

Section 8.4: Club reactivations shall be announced by members of Vice-president Office.

Category 9: Club's seed funding.

Club's seed funding should only be dispersed once for every established student organization. The club should carry out this following procedure in order to get seed funding.

Section 9.1: The club must get officially chartered as a student organization in the Associated Student Government.

Section 9.2: The club makes a motion to request seed funding on AS weekly meeting.

Subsection 9.2.1: Seed funding for the club should only be requested once.

Subsection 9.2.2: Confirm that the request has never been made for the club before, the council shall move on to voting.

Subsection 9.2.3: The request is approved with 2/3 majority vote by the council.

Section 9.3: One of the club members should contact and work with the AS Director of Finance to carry out the process of getting the seed money.

Revised on:

Officers term:

Names and Sign

ASG Advisor (1)

ASG Advisor (2)

AS Director of Finance (By term)

AS President (By term)

Revised on:

Officers term: